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| **Escuela Campo Alegre** Sending Documents Request Form **2010-2011** |

**Student Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Submitted:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **School Application Deadline:** \_\_\_\_\_\_\_\_\_\_\_\_

**Name of the University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is it a Common Application university (circle one)? YES NO**

**Does the university accept documents electronically (circle one)? YES NO**

**Once you have applied to a college or university**:

1. Print out this form (one for each university) and complete it by checking what is required by the university.
2. Bring the completed form to Mr. Barekman to initial that it is ready to be processed.
3. Mr. Barekman will then pass it along to Ms. Sookermany to send out the requested documents.

\*\* Please submit this form **at least one week before you would want your ECA information sent**. We will process your requests as quickly as possible, but lack of planning on your part does not constitute an emergency on our part!

**What Do You Want To Be Sent?**

**\_\_\_\_\_ ECA Transcript (plus previous HS records) \_\_\_\_\_ Application**

\_\_\_\_\_ **Quarter 1 Grades** (only if applying early and they help!) **\_\_\_\_\_ Application Fee**

\_\_\_\_\_ IB Predicted Grades (check to see if there is a form) \_\_\_\_\_ Teacher Recommendation

(Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**\_\_\_\_\_ Secondary School Report**

**\_\_\_\_\_ Teacher Recommendation**

**\_\_\_\_\_ Counselor Recommendation (Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**\_\_X\_\_ High School Profile** (automatically sent with apps.) **\_\_\_\_\_ Other Documents (list them):**

**If needed, have you sent: SAT Reasoning Scores** YES WILL SEND N/A **ACT Scores** YES WILL SEND N/A

(circle answers for **all four**) **SAT Subject Scores** YES WILL SEND N/A **TOEFL Scores** YES WILL SEND N/A

**Only complete the following if we will need to mail your documents to the university (Canada, Europe, some U.S. schools, etc.)**

(**NO P.O. BOX NUMBERS IF YOUR DOCUMENTS MUST BE SENT VIA FEDEX OR DHL!)**

|  |  |
| --- | --- |
| Office Name |  |
| **Admissions Office / Contact Person** |  |
| **Street Address Line 1** |  |
| **Street Address Line 2** |  |
| **City** |  |
| **State/Province** |  |
| **Country** |  |
| **Zip Code** |  |
| **Admissions Office phone number** |  |
| **Admissions Office e-mail address** |  |

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**Office Use:**

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mr. Barekman:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ms. Sookermany:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Sent:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Method of sending documents: Electronic: \_\_\_\_\_\_\_\_\_\_ FedEx/DHL: \_\_\_\_\_\_\_\_\_\_ Other (specify): \_\_\_\_\_\_\_\_\_\_\_